**Department of the Army**
**Civilian**

# SUPERVISOR CHECKLIST - New Employee

## NEW EMPLOYEE INFORMATION

Name: _____    Start date: _____

Position: _____    Rater: _____

Assigned Sponsor: _____    Senior Rater: _____

## WITHIN 3 DAYS OF FIRM ACCEPTANCE OF JOB

☐ Obtain firm start date from CPAC _____
☐ Contact new employee to welcome him/her to the Army team; send a welcome letter and/or email; provide New Employee Checklist and brochure and confirm start date. _____ (If different, notify CPAC)
☐ Assign sponsor for new employee and explain sponsor responsibilities (e.g. checklist, welcome packet, timelines, etc.)

## AT LEAST 1 WEEK BEFORE START DATE

☐ Announce pending arrival of new employee to staff and senior leaders; send announcement email
☐ Identify needed training / administrative tasks for new employee's first 1-2 weeks
☐ Review work area and confirm an assigned workstation, desk, work bench, chair, computer, network, telephone, office supplies or other required tools and equipment

## FIRST DAY

☐ Ensure sponsor meets and escorts new employee upon arrival.  Pre-arrange alternate in case of sponsor's absence
☐ Arrange to have senior leader administer the Oath of Office, if possible
☐ Meet with new employee to discuss first day activities
☐ Provide Army Acculturation Handbook and/or website location
☐ Ensure technical assistance is available to help new employee set up computer and access network resources

## FIRST DAY – INTRODUCTIONS, TOURS, AND ADMINISTRATIVE PROCEDURES

☐ Try to personalize experience with something unique for the new employee – welcome note, name plate, etc
☐ Give introductions to department staff and key personnel (unless pre-arranged for sponsor to perform these introductions)

☐ Tour Facility, including:
- Office / Desk / Work Station
- Copy Centers
- Printers
- Kitchen / Cafeteria / Break Areas
- Fax Machines
- Restrooms
- Mail Rooms
- Bulletin Boards
- Authorized Work Areas
- Security Office
- Conference Rooms
- Parking
- Office Supplies
- Tools / Equipment
- Coffee / Water / Vending Machines
- Emergency Exits and Procedures

☐ Review general administrative procedures:
- Keys / Access Cards
- Telephone Alert Roster
- Picture ID Badges
- Telephone Access Policy &  Procedures
- Building and/or Computer Access Cards

## WITHIN FIRST WEEK – MEET WITH NEW EMPLOYEE ABOUT POSITION DUTIES

☐ Initial performance counseling session:  Review position description, work assignments, performance expectations, training & education requirements (e.g. CES Level 1 / SDC) and Individual Development Plan (IDP).   Date:_____
☐ Discuss work schedule, hours, payroll, time cards (if applicable), labor accounting & leave / absence policies and procedures

☐ Ensure that a senior leader (including rater and senior rater) welcomes new employee as soon as possible
☐ Provide new employee with overview of Organization and its mission
☐ If the employee is in a bargaining unit coded position, inform the employee who their union representative is
☐ Ensure new employee understands his/her role in support of the Organization and the Army missions
☐ Introduce new employee to the Army Values – Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, Personal Courage
☐ Assist new employee to learn about military rank and insignia and titles of address for senior civilians
☐ Provide meaningful work - either training or substantive task assignments related to the new job and career program

## WITHIN FIRST WEEK – POLICIES AND ADMINISTRATIVE PROCEDURES

☐ Ensure employee is issued DoD Common Access Card (CAC) as soon as SF50 is posted in DCPDS
☐ Ensure employee completes DoD Information Assurance (IA) Awareness Training (https://ia.signal.army.mil/login.asp)
☐ Ensure new employee's name is added to local directories, relevant email distribution lists and SharePoint site permissions
☐ Review key policies:
- Time and Attendance Reporting
- Family & Medical Leave Act (FMLA) / Leaves of Absence
- Vacation and Sick Leave
- Overtime
- Official Use of Govt. Property
- Diversity Awareness
- Sexual Harassment / Assault
- Holidays
- Performance Reviews
- Appropriate Attire
- Safety
- Ethics / Joint Ethics Regulation
- Standards of Conduct
- Progressive Disciplinary Actions
- Visitors / Security
- Emergency Procedures
- Confidentiality (specific procedures to safeguard confidential / sensitive material)

☐ Review computer use policies:
- Establish Email
- Intranet / SharePoint
- Shared Drives
- Databases
- Internet Use
- VPN / Mobile Phone
- Outlook Address List Profile
- Microsoft Office
- Other Software / Applications

☐ Review general administrative procedures:
- Business Cards
- Purchase Requests
- Vehicle Registration
- Govt. Travel Card
- Conference Rooms
- Organizational Policies
- Official Travel
- Mail (incoming and outgoing)
- Shipping (FedEx, DHL, and UPS)
- Military Driver Requirement
- Severe Weather Procedures

## WITHIN FIRST 30 DAYS

☐ Schedule Command / Organization Onboarding Session:
--Work Unit Orientation    --Army CPOL MyBiz    --Army Career Tracker (ACT)    --GoArmyEd
--Army Profession/Army Civilian Corps
☐ Identify short / long term training requirements (CES, SDC, Career Program, AR 350-1 required training as well as organizational training, etc.)
☐ Accept request in ACT as supervisor for new employee
☐ Arrange for employee to meet the Career Program representative                    DATE: _____
☐ Meet with new employee to review and finalize performance objectives, standards, and sign performance plan.  Arrange for senior rater to meet with and counsel new employee                    DATE: _____
☐ Set development goals for IDP with employee in ACT                    DATE: _____
☐ Arrange for new employee to meet key partners from other departments
☐ Provide feedback to new employee about work assignments, training and seek feedback about job satisfaction to date

## WITHIN FIRST 90 DAYS

☐ Discuss what it means to be a part of the Army Profession according to Army Doctrine Reference Publication (ADRP) 1
☐ Provide training, as needed, to help new employee understand internal systems, general operating practices, and obtain other information or skills required in the performance of his/her job
☐ Coach, counsel, and give performance feedback early and often to new employee (Recommend once a month)

## WITHIN FIRST 180 DAYS

☐ Continue to talk with new employee about expectations, culture, and the Army Profession
☐ Ensure new employee is on track to complete Level-1 CES course and/or Supervisor Development Course (SDC)
☐ Conduct mid-point performance counseling.  Meet with new employee for formal performance feedback, review of IDP and career goals.  Arrange for senior rater to meet with and counsel new employee.                    DATE: _____

☐ Continue to provide and/or arrange coaching, counseling, and mentoring (Explore ACT for mentoring opportunities)

## WITHIN FIRST YEAR

☐ Encourage participation in training, webinar sessions, learning activities, and other outreach / developmental activities
☐ Ensure employee completes onboarding requirements, including CES training requirements and SDC (if required)
☐ Continue to meet regularly with new employee to review and revalidate performance and training plans and developmental goals.  Discuss performance as an Army Professional and monitor progress in competence (knowledge, skills, abilities), character (ethical conduct and behavior) and commitment (to duty, mission accomplishment and Army Values)
☐ Complete annual performance appraisal.  Meet with employee.  Arrange for senior rater to meet with and counsel employee                                                                                          DATE: _____
☐ Arrange recognition of onboarding completion and award certificate as an Army Professional (IAW ADRP 1)
☐ Complete New Employee Supervisor Survey when received

## HELPFUL LINKS AND INFORMATION

☐ Forms and Resources:
- Army Civilian Personnel Online (CPOL): http://cpol.army.mil/
- Army Career Tracker (ACT):  https://actnow.army.mil/
- GoArmyEd:  https://www.goarmyed.com/
- ADRP 1:  http://usarmy.vo.llnwd.net/e2/c/downloads/303970.pdf
- Center for the Army Profession and Ethic (CAPE) Civilian Video: http://cape.army.mil/civilians.php
- New Employee Checklist (webpage link TBD)
- Army Civilian Acculturation Handbook (webpage link TBD)

☐ Required Training:
- Information Assurance Training:  https://ia.signal.army.mil/login.asp
- AR 350-1, Army Training and Leader Development:  http://armypubs.army.mil/epubs/pdf/r350_1.pdf
- AR 350-1 Mandatory Training with resource information/web links and other training information:  http://www.civiliantraining.army.mil/Pages/MandatoryTraining.aspx
- Joint Ethics Regulation:  http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/
- CES and SDC enrollment:  https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx
- Any additional organizational requirements

**For additional resources refer to the Army Civilian Acculturation Handbook